

Requests for EPP Access:

Employees should access the NFC home page on the Internet (www.nfc.usda.gov) and select **My EPP** to obtain a password to view their data. The password will be mailed directly to the employee by NFC. The NFC-assigned password must be changed by the employee on the first access of the EPP. Employees are encouraged to periodically change this password to ensure confidentiality.

System Requirements:

- A personal computer with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 5.5 or higher or Netscape with a browser of 6.2.x.
- A browser supporting 128-bit Secure Socket Layer encryption (United States version).

Additional Information:

Employees with questions about their EPP should contact their agency personnel office. Agencies needing additional information on the EPP should contact the Client Management Staff at:

Client Management Branch
National Finance Center, USDA
ATTN: CS-0806
P.O. Box 60000
New Orleans, LA 70160-0001
email: customer.support@usda.gov

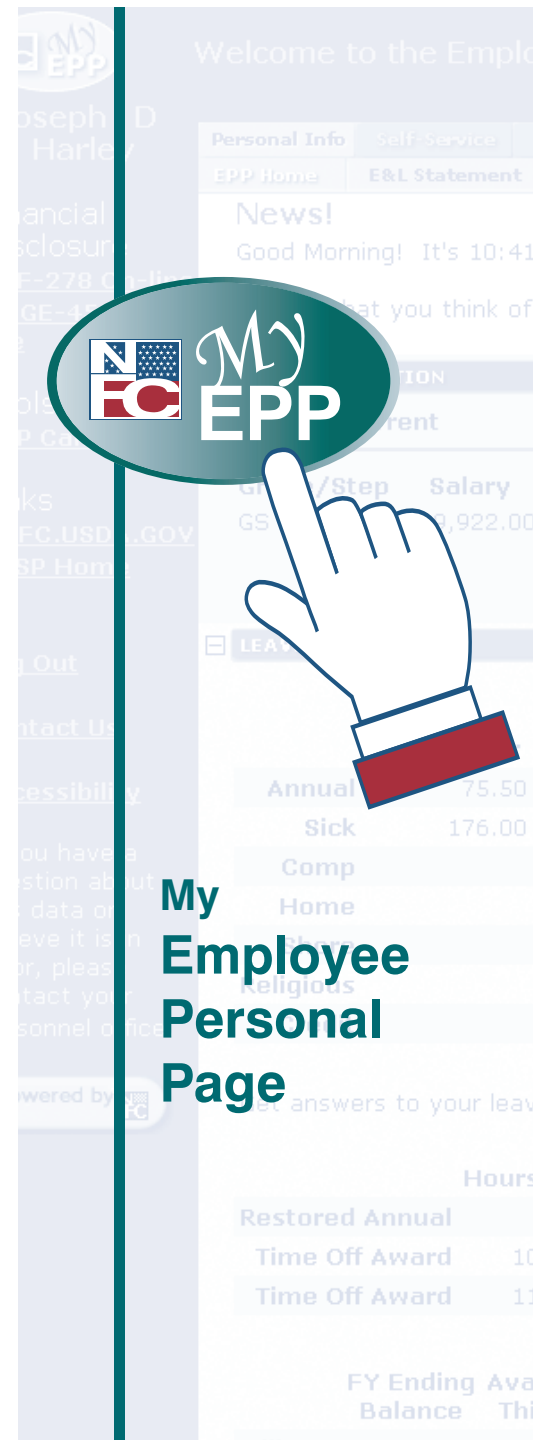


**National
Finance
Center**

U. S. Department of Agriculture
NEW ORLEANS, LA

National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture

Form AD-1129 (Rev. 8/06)



Employee Personal Page (EPP)

The Employee Personal Page (EPP) allows employees serviced by NFC to view their payroll, leave, travel, health and life insurance, savings bond, W-2, and other personal information. The EPP also allows for employee entry of time and attendance (T&A) data and for employees to request updates to specific payroll related information rather than submitting documentation to their agency personnel office.



Features

- EPP is convenient, reliable, and easy to navigate. It can be accessed 24 hours a day, 7 days a week from any personal computer with Internet access.
- EPP allows employees to view and change data without having to submit change requests to their agency personnel office.
- EPP has customizable view preferences that can be set by the employee.
- EPP delivers data needed by the employee for income and W-2 verification.
- EPP contains online help accessible throughout the application to assist employees with their data change requests.

Employee Self Service Option

This option of the EPP provides employees the ability to make online change requests to their residence address, federal and state tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information effective for the current or future pay period. Each agency must elect to offer their employees this option before they can begin using this feature of the EPP.

Welcome to the Employee Personal Page! (Demo Site)

Joseph D Harley

Financial Disclosure
• SF-278 On-line
• OGE-450 On-line

Tools
• PP Calendar

Links
• NFC.USDA.GOV
• TSP Home

Log Out

Contact Us

Accessibility

If you have a question about this data or believe it is in error, please contact your personnel office.

powered by

Get answers to your questions at [nfc.usda.gov](#)

Restored Annual Schedule

Personal Info	Self-Service	Preferences	FAQs	Links	Log Out
EPP Home	E&L Statement	W-2	Personal Benefits		

News!

Good Morning! It's 10:41 in New Orleans

Tell us what you think of the Employee Personal Page. [E-mail us](#) or write to nfc.webmaster@usda.gov.

☐ PAY INFORMATION

Current Pay Period 02

Grade/Step	Personal Info	Self-Service	Time Manager	Preferences	FAQs	Links	Log Out
GS 09/03 \$3	Accounting Favorites	Default Schedule	Pay Period Schedule	Leave Calculator			

Pay Period 15 Schedule created from Default Schedule.

Display Options Pay Period 15, 2006

☐ LEAVE INFORMATION

Pay Period 15, 2006
Status: Owned by Employee

Save Reset to Default Submit to Timekeeper

Accounting Code Project Type Work/Leave	Week 1					Week 2					Line Total
	Mon 7/24	Tue 7/25	Wed 7/26	Thu 7/27	Fri 7/28	Mon 7/31	Tue 8/1	Wed 8/2	Thu 8/3	Fri 8/4	
Annual 059HAC48050	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	8.00	80.00
Sick REGULAR TIME											
Comp --01- REGULAR TIME											
Home											
Shore											
Religious											
Credit											
Daily Total	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	8.00	80.00
Tour of Duty	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	8.00	80.00

Example of the Time Manager Option window

Time Manager

The Time Manager option provides employees with two types of new functionalities, the automated leave calculator and daily entry. The leave calculator provides an automated mechanism to track leave usage. It will automatically appear within the EPP Time Manager tab for all EPP users.

Example of the Time Manager Option window

The daily entry function provides employees the ability to enter their T&A data on a daily basis and establish a default schedule to use as a starting point each pay period.

Each agency must elect to offer their employees the daily entry option through STAR 5.0 before they can begin using this feature of the EPP. This option is activated at the contact point level.